Waukesha County Public Access Document Search

Finding & Purchasing Documents from Public Access

NOTE: PURSUANT TO A LOCAL ORDINANCE, YOU ARE UNABLE TO SEARCH OUR RECORDS BY NAME. YOU MUST USE THE LEGAL DESCRIPTION OF THE PROPERTY YOU ARE INTERESTED IN. ADDITIONALLY, YOU ARE UNABLE TO SEARCH BY TAX KEY AS THESE KEYS CHANGE FREQUENTLY AND ARE MOSTLY INACCURATE.

In order to search for records, you will need to have a legal description for your property. *Please note that this is not the same thing as your property address or tax key number.*

If you do not have your legal description, please continue to follow step 1 to get your legal description.

If you already have a legal description handy and are ready to search the records, click here to skip to searching the records.

If you already have a document number, reel/image number, or volume/page number, click here to learn more about accessing your document.

If you have additional questions about using Public Access, please click here to read our FAQs at the end of this guide.

Step 1: Finding your legal description.

A condensed version of this can be found by visiting our Tax Listing website at http://tax.waukeshacounty.gov. Input the address you would like to find documents for and click "search."

Enter Tax Key, Address or Name here:	
	(SEARCH)

You'll then see a results page. Click on the "listing" arrow to go to that address' tax listing page.

246 S GREENFIELD AVE	LISTING D
Tax Key: wakc1337027	
2017 REAL Property	5 BILL

Here you will be able to find the condensed legal description of the property. This is a subdivision, or "platted description." If your legal description is a subdivision, you will need to take note of any lot numbers, block numbers, and the subdivision name.

The following is a Certified Survey Map. You will need to take note of the parcel number and the map number.

PARCEL 2 CERT SURV 6865 VOL 57/282 PT SE1/4 SEC 24 T5N R18E R2110/520 EX R2643/876

The following is an unplatted description, you will need to know the township, range, section, and quarter (SW1/4 SEC 33 T7N R18E).

PT SW1/4 SEC 33 T7N R18E; COM NW COR LOT 34; N15°40'24"E 240.19 FT; 200.87 FT ALG ARC OF CURVE TO R WITH RADIUS OF 1000.00 FT, CHORD BEARS N21°25'40"E 200.53 FT TO POINT OF TANGENCY; N27°10'56"E 81.62 FT; S53°32'03"E 360.19 FT; S19°57'57"W 255.00 FT; S84°27'57"W 380.10 FT TO BGN :: EX PARCEL 105 TRANSPORTATION PROJECT PLAT 1330-18-20 4.26 :: DOC# 4212395

The following is a condominium legal description. Condominium require any unit numbers, building numbers, and the condominium name.

UNIT 2137-2 NORTHVIEW BEND CONDO (DOC NO 2769770)PT OUTLOT 5 BROOKSTONE WILLOWSADDN NO 1 PT SE1/4SEC 29 T7N R19E DOC NO 4194469

Step 2: Searching Public Access Using your Legal Description

You can access Public Access from the Waukesha County Register of Deed's website (https://www.waukeshacounty.gov/ROD/), under "More Information."

You may also click and/or bookmark this link for easier access: http://landrecordspublicaccess.waukeshacounty.gov

You will be taken to the welcome screen. To continue, please read and accept the terms and conditions for use of the website.



Click here to acknowledge the disclaimer and enter the site.

Once you've accepted the terms and conditions, hover your mouse cursor over "Real Estate" and select "Search Real Estate Index". You'll notice that the UI has been updated.



Here you will see many search fields, do not be overwhelmed—a lot of them are unused, or will not be useful for your particular legal description.

We'll go through each of the legal description types, one at a time.

Platted Description

This is our legal description for a platted description, in a subdivision.

LOT 4 BLK 1 BUCHNER PARK ADD NO 2 PT NE1/4 SEC 11T6N R19E DOC NO 3519991

Select your subdivision from the drop-down list, and enter any lot and block numbers.

2	from the drop down hot, and enter a	ing for and offern name ers.
Platted Description		
Subdivision: BUCHNER PARK	CADDITION NO 2 ▼	
Lot: 4	Block: 1	Out Lot:
Condo Description		
This is our legal descript	tion for a condominium unit.	
UNIT 2137-2 NORTHVIEW BEND CONDO	O (DOC NO 2769770)PT OUTLOT 5 BROOKSTONE WILLOV	VSADDN NO 1 PT SE1/4SEC 29 T7N R19E DOC NO 4194469
	m, enter your unit number, and build	ling number, if applicable.
Condo Description		
Condo: NORTHVIEW BENI	D CONDOMINIUM 1ST AMENDMENT ADDENDUM 1	v
Boat Slip:	Parking Space:	
Building:	Unit: 2137/2	
Locker:	Storage:	Garage:

Unplatted Description

This is our legal description for an unplatted description, sometimes referred to as a "quarter section" or a "metes and bounds" legal description.

Be aware that if your legal description is this type of legal description, you will want to have additional search criteria, such as a date, as a quarter section will contain many other parcels. Please limit your search options by date, as there is a maximum number of results.

PT SW1/4 SEC 33 T7N R18E; COM NW COR LOT 34; N15°40'24"E 240.19 FT; 200.87 FT ALG ARC OF CURVE TO R WITH RADIUS OF 1000.00 FT, CHORD BEARS N21°25'40"E 200.53 FT TO POINT OF TANGENCY; N27°10'56"E 81.62 FT; S53°32'03"E 360.19 FT; S19°57'57"W 255.00 FT; S84°27'57"W 380.10 FT TO BGN :: EX PARCEL 105 TRANSPORTATION PROJECT PLAT 1330-18-20 4.26 :: DOC# 4212395

You will then e	enter your township	o, range, section, and quarter.	
Unplatted Descri	ption		
Township:	07	▼ Range:	18 ▼
Section:	33	▼ Qtr:	SW ▼
7D1 ' ' 1	1.1		
This is our lega	il description for a	Certified Survey Map, or CSM parcel.	
PARCEL 2 CERT SI	IRV 6865 VOL 57/282 PT	SE1/4 SEC 24 T5N R18E R2110/520 EX R2643/876	
PARCEL 2 CERT 50	1KV 0005 VOL 57/202 FT 3	5E1/4 5EC 24 15W K10E K2110/520 EX K2045/070	
Enter your map	າ number under "na	me," and your parcel number under "lo	ot."
Map Description			
Name: 686	5		
Block:		Lot: 2	Outlot:

I already have a document number, reel/image number, or volume/ page number.

If you already have a reference number, you can insert your number under "General."

With a document number, simply insert your number under "Instrument # From."



If you have several consecutive instrument numbers, you can insert the ending number in the "To" field.



If you already have either a Reel/Image number, or Volume/Page number, insert the Reel or Volume under "Book," and the Image or Page under "page."

General	
Date Filed From: mm/dd/yyyy	To: mm/dd/yyyy
Instrument # From:	To:
Book: 700	Page: 1

NOTE: WHEN SEARCHING BY DOCUMENT NUMBER, IF YOU HAVE A SIX DIGIT NUMBER THAT YIELDS NO RESULTS, PLEASE ENTER A 0 BEFORE YOUR NUMBER. For example, "625345" will yield no results, but "0625345" will have a document as a result.

Step 3: Viewing and Purchasing a Document

You will then have a list of results. You can sort the results by clicking on the drop down menu next to "Sort By."

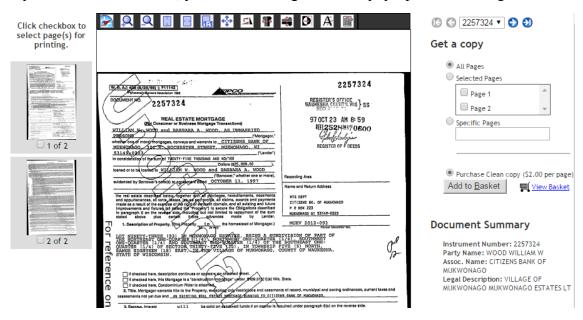
Resu Sele	L opy I <u>lts List</u> cted Detail(s cted Image(s	New Search Refine Search an)	(C) (C) P:	age 1	• 0 0	Sort By:	▼ Instrument #, Ascending		
*	Image	Instrument # Book-Page	Date Filed	Date Recorded	Document Type	Party R	Book, Ascending	Legal Description	Statu
L	<u>View</u>	4218879	07/18/2016	07/18/2016	SATISFACTION OF MORTGAGE ET AL		Book, Descending Page, Ascending Page, Descending	VILLAGE OF MUKWONAGO MAP 6865 LT 2	
2	Ē <u>∨iew</u>	<u>4217636</u>	07/12/2016	07/12/2016	SATISFACTION OF MORTGAGE ET AL	REGIST	Date Filed, Ascending Date Filed, Descending Document Type, Ascending Document Type, Descending Grantor, Ascending	VILLAGE OF MUKWONAGO MAP 6865 LT 2	
3	<u> View</u>	4216418	07/06/2016	07/06/2016	MORTGAGE - OTHER	[R] LICI	Grantor, Descending	VILLAGE OF MUKWONAGO MAP 6865 LT 2 (+)	

To open an image, you have two options, either click on the "VIEW" under the "IMAGE" column. [NOTE: This will open a pop-up window with the image contents inside. Please disable your pop-up blocker to use this tool].

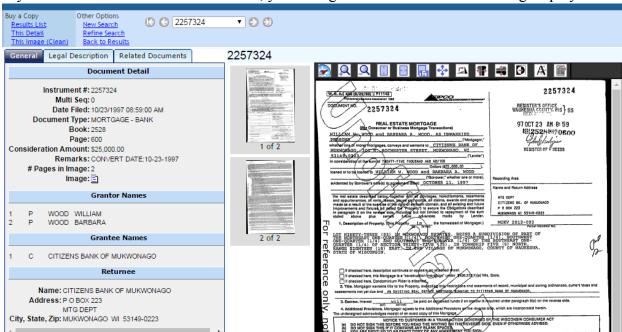
Or click on the "INSTRUMENT" number in the "INSTRUMENT # BOOK-PAGE" column.



If you clicked on "VIEW", you would have generated a pop-up with the image and details inside.



If you'd like to purchase the document you are viewing from the pop-up viewer, you'll notice on the right side of the page are the options to do so. You can either select to purchase all of the pages in the document or only certain pages. If you only want certain pages, select which pages you want by checking the page number box(es). If you want specific pages, you can indicate this by separating the pages by comma, or hyphenating a range of pages. (ie: 1,4,6, 5-16). Then click "Add To Basket" to add the item(s) to your basket.

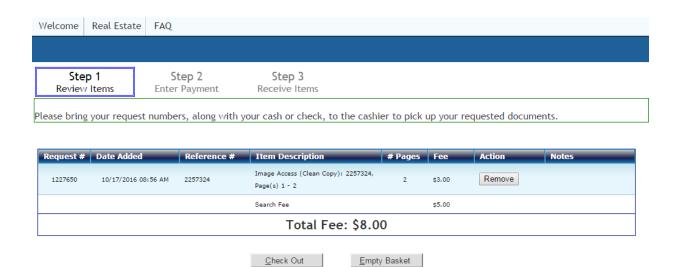


If you clicked on the instrument number, you'll be greeted with a familiar looking display.

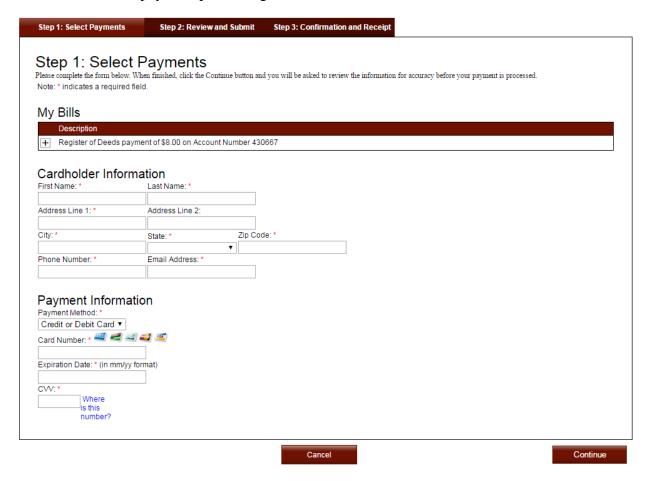
If you would like to purchase a document from this view, under "Buy A Copy" in the upper left-hand corner, select "This Image (Clean)". This will generate a pop-up with purchasing options. Indicate which pages you want by separating the page numbers by comma, or hyphenating a range of pages. (ie: 1,4,6,5-16). Then click "Add To Basket" to add the item(s) to your basket.



When you're ready to check out, simply click on "View Basket" in the upper right-hand corner of the page. This will take you to the following page:



If you are satisfied with the contents of your basket, click on "Check Out." You will now be taken to our online payment processing site.



Enter in all of the information required and then click on continue to be taken back to Public Access where you'll be able to print, download, or save the image(s) you have purchased.

Public Access FAQs:

How far back can I search on your website?

Currently, the records on the website go back to 1953. However, documents from 1953 to 1994 must have the document location (Document #, Reel/Image, or Volume/Page) to be accessed online. Indexing data for those documents is currently not available.

Can I use your Public Access Document search on my phone, tablet, or other mobile device? No. While we've upgraded to enable users to use Internet Explorer, Chrome, and Firefox, you must use a desktop or laptop computer. You may have difficulties viewing and purchasing documents on a mobile device.

I entered my document number under "Instrument #," how come no results came up? Please make sure that you've entered your document number under the "General" section at the top. If you've entered it under the heading that says "Cross references," it will only search documents that list your document as a cross reference.

I have an unplatted description, how can I narrow down my results?

You can further search by a date range, or sort your results alphabetically.

Can I search by name?

No, local ordinance prevents the search of a name outside of the Register of Deeds office.

I entered my tax key number, but no results popped up.

You cannot search by tax key number. Parcel numbers change infrequently, and are often incorrect on documents. Therefore, the field is inactive, and will not yield results for your search.

How to search Federal Tax Liens

